

OP-22.11, "Maximum Security Unit (MSU)," November 1, 2006

SCDC POLICY/PROCEDURE

Change 1 to " OP-22.11" 1. Change 2 3.7, 7.5.5, 13.1, 31. NUMBER: OP-22.11

TITLE: MAXIMUM SECURITY UNIT (MSU)

ISSUE DATE: November 1, 2006

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.11 (February 1, 2004); Change 1 (January 8, 2004); Change 2 (March 30, 2004); Change 3 (June 3, 2004); Change 4 (October 29, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 18-68, 19-2, 19-5, 19-7, 19-10, 19-11, 19-20, 19-27, 19-29A, 19-32, 19-85

ACA/CAC STANDARDS: 4-4042, 4-4192, 4-4231, 4-4249, 4-4253, 4-4254, 4-4256, 4-4257, 4-4258, 4-4262, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4283, 4-4284

STATE/FEDERAL STATUTES: NONE

PURPOSE: To outline management and administrative requirements related to the operation of the SCDC Maximum Security Unit (MSU), a specialized housing unit for inmates who have demonstrated an unwillingness to conform to the rules and regulations of a Special Management Unit, who have been charged with violent criminal behavior committed while in the general population, and/or for whom emergency placement has been ordered by the Agency Director or the Division Director of Operations.

POLICY STATEMENT: In order to maintain the safety and security of the general population, staff and the Agency, the SCDC will house those inmates requiring the most intense levels of supervision and monitoring in a separate housing unit (herein referred to as the Maximum Security Unit) apart from the general population. (4-4249)

SPECIFIC PROCEDURES:

1. REASONS FOR PLACEMENT: The most common reasons for placement in MSU include, but are not necessarily limited to:

- violent escapes or escape attempts with force;
- violent resistance to apprehension;
- aggravated assault on staff or inmates;

- murder and/or attempt to commit murder while incarcerated;
- violent participation in a riot or other institutional disorder;
- seizing and holding a hostage or in any manner unlawfully detaining a person against his/her will;
- circumstances that pose an extraordinary threat to the security and/or orderly operation of an institution; and/or
- history of violent and assaultive behavior.
- in Statewide Protective Custody and either placed in Security Detention through a classification action or given Disciplinary Detention through an Inmate Disciplinary Hearing.
- to maintain the integrity of a serious and sensitive investigation, as determined by the Division Director of Operations. The admission to MSU will only be for the duration of the investigation and any additional time needed to determine an appropriate institutional assignment.

2. CRIMINAL AND CIVIL CHARGES: For inmates who commit criminal offenses for which MSU admission is appropriate, charges will be expedited by the Inspector General/Designee when applicable. It will be the responsibility of the institution that referred the inmate to MSU to transport the inmate to court for processing of criminal charges. (4-4231)

### 3. PROCEDURES FOR REFERRAL TO MSU:

3.1 As the initial step in the admission process, any inmate considered for assignment to MSU (other than an emergency placement ordered by the Agency Director or the Division Director of Operations) will be provided an institutional hearing by the Institutional Classification Committee (ICC). The inmate will be served a written notice, SCDC Form 19-10, "Notice of Review/Hearing," not less than forty-eight (48) hours prior to the hearing advising him why he is being considered for transfer to MSU. At the hearing, the inmate will be given a chance to respond. The documentation notes taken and/or audio tape of the hearing will be included in the admission referral packet.

(NOTE: If an inmates adjustment can be handled in a Special Management Unit [SMU], the inmate should not be recommended for admission to MSU.)

3.2 The referring institution will prepare an MSU Referral Packet. The MSU Referral Packet will include copies of documents assembled in the following order:

1. MSU Referral Memo (See Appendix A for format);
2. Offender Summary (CLASSINQ from the automated Offender Management System);
3. Disciplinary Documents/MINs;
4. Mental Status Examination; and
5. Institution Hearing Documentation.

3.3 The MSU Referral Packet will be sent to the Division Director of Classification and Inmate Records (Chairperson of the MSU Review Board) who will do a preliminary review to ensure that the MSU Referral Packet is complete. (Incomplete or unsubstantiated requests will be returned to the requesting Warden.)

3.4 The MSU Review Board will consider inmates for MSU admission within 20 working days of receipt of the request from the referring Warden. Prior to the formal review, all documents referred to in Procedure 3.2, above, must be provided. A majority of the MSU Review Board must be present to consider recommendations. Upon completion of the Review Boards review/evaluation of all pertinent documentation, a majority vote is necessary to recommend placement in MSU. The Chair of the Review Board will document the reasons for the Review Boards recommendation in a written memorandum to the Division Director of Operations. The memo will be filed in the MSU Referral Packet and submitted to the Division Director of Operations.

3.4.1 During the review of the mental status examination, if it is determined by the MSU Review Board that the inmate is in need of in-patient mental health care, he/she can be referred to Gilliam Psychiatric Unit and reviewed again upon his/her release.

3.5 The Division Director of Operations will review the MSU Referral Packet and will approve/disapprove MSU placement within 20 working days after receipt.

3.6 The Division Director of Operations will approve or disapprove the memo from the MSU Review Board. A copy of the Division Director of Operations concurrence/non-concurrence for placement in MSU will be forwarded to the recommending Warden, Institutional Record, and Warden of Kirkland Correctional Institution. The original will be filed in the inmates Central Record. The Division Director of Operations will send a letter to the inmate informing said inmate of his admission to MSU. Copies of both documents will be filed in the MSU Referral Packet which will be maintained by the Division of Classification and Inmate Records.

3.7 If approved for placement in MSU by the Division Director of Operations, the Kirkland R&E Institutional Classification Committee (ICC) will conduct a classification review to place the inmate in Security Level MX3 unless the inmate is already assigned to this security level. (Amended by Change Memo #2 dated January 28, 2008.)

4. EMERGENCY ADMISSION: In circumstances considered by the Agency Director or Division Director of Operations to be an emergency, inmates may be confined at MSU for a period not to exceed seven (7) working days. The Division Director of Operations will be responsible for notifying the Kirkland Correctional Institution's Duty Warden of this admission. All other steps as stated in Procedures 3.1 - 3.5., above, will be expedited. (If, for security reasons, the sending institution is unable to complete step 3.1, prior to the inmates transfer to MSU, then the inmate will be served notice and receive a hearing within seven (7) working days after arrival at MSU. The Warden of the sending institution and the Warden of Kirkland Correctional Institution will coordinate this.) If the sending institution fails to provide the necessary information as noted in Procedure 3.2, above, to the Division Director of Classification and Inmate Records within seven (7) working days, the Division Director of Classification and Inmate Records will report this to the Division Director of Operations. Unless a compelling reason is given, the Division Director of Operations may direct that the inmate be immediately returned to the sending institution.

## 5. GRIEVANCE RIGHTS:

5.1 The SCDC grievance mechanism (except for placement in MSU and/or denial of release from MSU) will be available to all the MSU inmates in accordance with SCDC Policy/Procedure GA-01.12, "Inmate Grievance System." (4-4284)

5.2 Inmates may appeal MSU placement or denial of release from MSU directly to the Agency Director. The written appeal must be initiated no later than ten (10) working days (Monday through Friday) after the inmates admission to MSU. Specific reasons for the appeal must be given by the inmate. The Agency Director will respond to this appeal within 30 working days from the date of the appeal.

6. REFERRING INSTITUTIONS RESPONSIBILITIES FOR TRANSFER TO MSU: Prior to transfer of an inmate to MSU, the Warden/designee of the referring institution will be responsible for ensuring that:

6.1 An audit of the inmates record is conducted by institutional classification staff, ensuring that all information is current. The record and documentation of all disciplinary infractions will accompany the inmate to MSU.

6.2 All of the inmates property is sent with the inmate to MSU at which time approved items will be authorized for his use. See SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property," for information on the appropriate disposition of property that the inmate may not use while in MSU.

6.3 A medical review for intersystem transfer is completed pursuant to Agency procedures relating to inmate health services. The inmate should have a medical screen accomplished upon arrival at the MSU.

## 7. MSU RESPONSIBILITIES:

7.1 Immediately upon an inmates arrival at MSU, the Associate Warden/designee will ensure that the appropriate custody change is initiated and entered in the automated record system. A new photo ID will be made of the inmate. A new photo will also be placed in the inmates central and institutional records. These photo IDs will be updated at least every three (3) years or when the inmates appearance is altered (e.g., large gain/loss of weight).

7.2 The MSU Case Management Committee will manage the inmates progress in MSU. The committee will review inmate behavior/progress every seven (7) calendar days for the first two (2) months of the inmates time in MSU and every 30 calendar days thereafter. These meetings will be utilized to review an inmates progress and to establish goals for the up-coming period. The Committee will make recommendations for corrective actions. When feasible, the Case Management Committee will meet with the inmate to discuss the inmate's progress. Formal counseling will take place as part of the inmates program and will be delivered by the appropriate discipline. The Classification Case Manager will ensure that these reviews are documented appropriately in the Offender Management System. (4-4253)

The review will be documented on SCDC Form 18-68, "Staff Memorandum," and will include, but not be limited to, such factors as:

- daily cell inspections and/or shakedowns;
- self-improvement actions (program participation);
- relationships with staff;
- personal grooming and appearance; and
- adherence to instructions and standards of acceptable behavior.

7.3 Prior to consideration for progression from one level to the next, the inmate must meet the following minimum guidelines:

- minimum time in level;
- an overall satisfactory rating on all the measured criteria; and
- positive adjustment.

Inmates must meet these minimum guidelines to be considered for level advancement, however, all aspects of the inmates behavior will be considered in any level advancement. The inmate will be notified by memo of all level changes. A copy of these memos will be filed in the inmates institutional record.

7.4 Inmates with incident-free records and compliance with Unit procedures, grooming, and sanitation standards will be evaluated for advancement from level to level, subject to the following minimum time frames:

- The minimum assignment to MSU will be 18 months or until completion of sentence if that occurs first
- An inmate who receives an Incident Report may be reduced in custody level or have their time extended;
- If an inmate is reduced to Level I or II based upon unacceptable behavior or any rules violations, he must serve 90 days in that level before he can return to an advanced level;

## 7.5 Recommendation for Release from MSU:

7.5.1 Upon completion of 18 months minimum term and any appropriate extensions, and when the inmate has shown good behavior and progress in Level III for the previous six (6) months, the inmate may be considered for reassignment to a Special Management Unit (SMU) by the MSU Case Management Committee. The Case Management Committee will prepare the MSU Release Recommendation which will include:

- MSU Referral Memo that approved the inmates placement in MSU;
- Incident/Disciplinary reports received while housed at MSU;
- MSU Case Management Committee Review notes; and
- Mental Status Examination Report (prepared by assigned Mental Health Division staff).

7.5.2 The Case Management Committee will meet to evaluate the inmate. After evaluation, the Case Management Committee will send a recommendation to the Division Director of Classification and Inmate Records or designee (Chairperson of the MSU Review Board), who will do a preliminary review to ensure the MSU Release Recommendation Packet is complete.

7.5.3 The MSU Review Board will meet and recommend disposition to the Division Director of Operations within 30 working days of receipt of the MSU Release Recommendation Packet.

7.5.4 After reviewing the MSU Release Recommendation Packet, the Division Director of Operations will notify the Division Director of Classification and Inmate Records of the final decision within 20 working days. The Division Director of Operations will approve or disapprove the recommendation from the MSU Review Board.

7.5.5 If approved for release from MSU, State Classification will notify the MSU Classification Caseworker and coordinate the move to an appropriate Level 3 SMU. (4-4254)

7.5.6 Once assigned to a Level 3 SMU the inmate will be placed in SD3 custody and reviewed every 30 days by the Warden in accordance with SCDC Policy OP-22.12, "Special Management Unit."

7.5.7 Before being released from the Level 3 SMU, the Institutional Warden will contact the MSU Review Board for concurrence. If concurrence is given, the institution will contact State Classification to assist in locating an appropriate housing assignment in the general population of a Level 3 institution.

7.5.8 Once released to the general population in a Level 3 institution's general population the inmate must remain in the general population in ME3 security/custody for at least one (1) full year before being considered for security level advancement. ( Amended by Change Memorandum #2 dated January 28, 2008).

7.6 Record Keeping: All documents described below and any other documentation kept on each inmate housed in MSU will be maintained in the inmates institutional record. The inmate records will be maintained in the institutional records office. In addition to the documents normally maintained in the institutional records, the following will be included:

- the referral request endorsed by the sending institution;
- MSU Referral Memo that documents approval for placement;
- copies of all hearings which were part of the referral/placement process;
- any incident/disciplinary reports the inmate receives while housed at MSU;
- staff notes and comments to include copies of SCDC Form 19-32, "Daily Evaluation Sheet," and, if necessary, SCDC Form 19-85, "Alternative Meal Service"; SCDC Form 19-2, "Inmate Property Inventory"; and SCDC Form 19-5, "Report on the Use of Force";
- results and notes from all MSU Case Management Committee reviews;
- Offender Summary (CLASSINQ) from the Offender Management System; and disciplinary reports; and
- any other pertinent information.

#### 7.7 Behavioral Medicine Reviews of Inmates Assigned to MSU:

7.7.1 All inmates, as part of the intake and initial case management review at MSU, must be assessed by a mental health professional. The assessment will be documented in the inmates medical record in the "Sick-Call Note" section or Automated Medical Record. An assessment will be conducted on all inmates confined more than 30 calendar days. If confinement continues beyond 30 calendar days, a mental health professional will assess the inmate every three (3) months or more frequently, if necessary.

7.7.2 A member of the Mental Health Division professional staff will conduct a daily on-site tour of MSU. The purpose of the tour will be to address and ensure the mental health and well being of all assigned inmates. It is also intended that the assigned mental health staff member develop a working relationship with MSU security personnel and remain sensitive to the stress associated with MSU duty. Daily Behavioral Medicine staff rounds will be documented in the MSU Logbook (bound logbook).

7.7.3 Mental health professionals will immediately notify medical staff of the need for any mental health treatment for assessed inmates. If emergency treatment is needed, procedures 2 through 3.4 of SCDC Policy/Procedure HS-19.01, "Placement of Inmates in Mental Health Observation and Evaluation Status or Crisis Intervention" will be followed. As part of the case management process, a treatment plan will be developed and implemented by medical/mental health staff for the inmate. (4-4256)

#### 7.8 Security Supervision:

7.8.1 Correctional Officers assigned to MSU will be required to conduct rounds and to personally observe each inmate at least every 30 minutes on an irregular schedule. Rounds will be recorded in the MSU Cell Check log. Inmates in observation cells will be monitored by closed circuit video system. At least every thirty minutes the Control Room Officer will check them on the monitor and record it in the Control Room Log. (4-4257, 4-4260)

7.8.2 At a minimum, the Warden/designee will be required to make rounds of the MSU at least once weekly to address the health and well-being of assigned inmates. At a minimum, the Associate Warden/designee in charge of the MSU will be required to make rounds of the MSU at least once weekly to address the health and well-being of assigned inmates. These rounds will be documented in the MSU logbook. For the purpose of easy identification, senior institution and central office staff sign-in/out entries will be done with red ink. (4-4258, 4-4259, 4-4260)

7.8.3 At a minimum, the Captain, and/or the Senior Correctional Officer supervisor in charge of the MSU will be required on duty days to make daily rounds of the MSU to address the health and well-being of assigned inmates. (4-4258, 4-4259, 3-4259)

7.8.4 Cell searches will be conducted regularly and on a randomly scheduled basis. Cell searches must be recorded on both the Cell Check Sheet and in the MSU Logbook. Each cell will be searched at least once a week. (4-4192)

7.8.5 Specific institutional Post Orders will reflect detailed operating procedures relevant to the placement, control, and management of assigned inmates.

7.9 Daily Inmate Evaluation Sheet:

7.9.1 Upon arrival, MSU inmates will receive an oral orientation, a copy of this policy/procedure, and any needed approved hygiene items.

7.9.2 Security staff assigned to MSU will be responsible for conducting daily cell inspections and for completing SCDC Form 19-32, "Daily Evaluation Sheet," on each inmate assigned to MSU. SCDC Form 19-32 will be filed in the MSU Administration file. This form will be used by the Case Management Committee to evaluate the behavior of inmates assigned to MSU. Each shift will complete the SCDC Form 19-32 at least one (1) hour prior to shift change (5:00 A.M. and 5:00 P.M.). All areas noted on the SCDC Form 19-32 will be evaluated by both shifts.

7.9.3 Hygiene:

- Showers - Inmates will be expected to shower three (3) times a week and to remain clean. (4-4262)
- Neatness - Inmates will wear clean clothes and will dress as neatly as possible. Inmates are also expected to take care of their clothes, not give them away, tear or deface them, or flush them down the toilet. Inmates in all levels will be expected to be fully clothed during routine working hours (8:00 a.m. to 4:00 p.m.).
- Grooming - Inmates in all levels of MSU will be required to adhere to grooming standards, established in Agency Policy OP-22.13, "INMATE GROOMING STANDARDS", for security reasons. (4-4283)

7.9.4 Inmates are expected to behave respectfully and talk to staff members in an appropriate manner. Obscenities, screaming, yelling, or displaying inappropriate behavior such as sexual misconduct while speaking to staff members will not be tolerated. When a staff member is addressed inappropriately or subjected to inappropriate behavior, the staff member will warn the inmate to stop the offending behavior. If the inmate does not end the offending behavior, the staff member will end the conversation, leave the inmate, advise the MSU Shift Supervisor (Lieutenant or above), and document the incident on SCDC Form 19-29, "Incident Report." The staff member will not return to speak with the inmate or provide any services to the inmate until the following day unless it is a medical emergency or a meal delivery. 8.

DISCIPLINARY SYSTEM: Inmates in all levels of MSU are subject to disciplinary action for disciplinary infractions pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

8.1 To control the behavior of inmates assigned to MSU who are a threat to themselves or others or who are damaging property, the inmate may be placed in a control cell for up to 72 hours. Control cell may only be imposed by the Shift Captain, Major, or Duty Warden. A Lieutenant can place the inmate in the control cell, but only with the authorization from a Captain or higher. The inmate will be checked for possible release at 24 and 48 hours for possible release, if the inmate's behavior has improved and the inmate is now compliant. Release may be approved by the Shift Captain, Major, or Duty Warden. If the inmate's behavior has not improved and he continues to show disruptive behavior, an extension can be approved by the Warden/Designee.

8.2 When an inmate is placed in a control cell, the following will be the only property allowed: One (1) pair underwear (except for suicidal inmates; See SCDC Policy/Procedure HS-19.03, "Inmate Suicide Prevention and Intervention," for information on the precautions to take when an inmate may be suicidal.); One (1) suicide gown; and One (1) security blanket. No legal material will be allowed unless the inmate can demonstrate a verifiable deadline. If the inmate is allowed legal material due to a verifiable deadline, but abuses the legal material, it will be removed. All other inmate property will be placed in a duffel bag, inventoried, and secured pursuant to OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

## 9. MEALS AND ALTERNATIVE MEAL SERVICE:

9.1. All inmates will receive meals as prescribed by SCDC Policy/Procedure ADM-16.05, "Food Service Operations," or PS-10.05, "Religious Services." Therapeutic diets may be prescribed by a physician/dentist. An alternative meal service may be used under the conditions in Procedure 9.5 - 9.10, below. The Food Service Director/designee will visit the MSU weekly to evaluate the quality of food service and serving procedures

9.2 The food service operation will meet security concerns and requirements without reducing the nutritional value of any meal.

9.3 All meat that is served must be boneless.

9.4 Inmates in MSU will not be served coffee, other hot beverages, or pancakes.

9.5 Inmates will not be allowed to keep cups and/or cartons in their cells other than at meal times unless they have medical approval.

9.6 The nutri-loaf meal should be imposed upon inmates in MSU for the following violations.

- refusing to return food tray, cup, containers, or utensils;
- throwing food, food tray, cup, containers, or utensils;
- collecting or throwing human waste or any unidentified substances by way of tray, cup, containers, or utensils;
- refusing to return uneaten food; or
- assaulting a staff member during food service;
- interfering with the feeding of any meal; or,collecting, smearing, throwing, or otherwise exposing an employee to feces, urine, blood, or any other bodily fluid in any manner.

9.7 The use of nutri-loaf must be approved in writing by the Warden (or an approved designee at the level of Captain or above) and by a qualified medical professional. The qualified medical professional will be required to review any medical condition that may preclude the inmate from being placed on nutri-loaf. Section I of SCDC Form 19-85, "Alternative Meal Service," will be used for this purpose.

9.8 Each inmate approved to be placed on nutri-loaf must be provided with written notification of the same. Section II of SCDC Form 19-85, "Alternative Meal Service," will be provided to the inmate for this purpose.

9.9 The use of nutri-loaf must be reviewed every 48 hours by the Captain or other higher authority. The use of nutri-loaf cannot exceed seven (7) consecutive days. Section III of SCDC Form 19-85, "Alternative Meal Service," will be used to document these reviews. A completed copy of this form will be maintained in the inmate's institutional record.

9.10 If the inmate engages in any of the behavior described above after being returned to regular meals, he

may be returned to the nutri-loaf meal for another period not exceeding seven (7) additional days following the procedures listed in 9.6 - 9.8, above. This additional period will begin at the time of the subsequent offense provided that he has been given regular meals for a period of 24 hours since he was last given nutri-loaf

9.11 If an inmate continues to commit any of the violations described in Procedure 9.5 while being provided nutri-loaf meals, the inmate may be continued on nutri-loaf for an additional seven (7) days, provided that he is given regular meals for a period of 24 hours prior to the start of his/her next nutri-loaf period. The same procedures described in 9.6 - 9.8, above, will be followed to return the inmate to a nutri-loaf meal. The 24-hour break will also be documented in the MSU log book and Daily Evaluation Sheet. (4-4264)

9.12 If an inmate begins a hunger strike or refuses food, the MSU staff is responsible to initiate procedures outlined in SCDC Policy/Procedure OP-22.33, "Hunger Strike/Extended Fast Plan."

## 10. EXERCISE PRIVILEGES:

10.1 Inmates will be afforded out-of-cell exercise privileges five (5) days per week, one (1) hour per day, weather permitting, or unless safety and security reasons dictate otherwise. Instructions for in-cell exercise will be provided as part of orientation. (4-4270)

10.2 All MSU inmates participating in out-of-cell exercise will remain in restraints (security cuffs, and/or belly chains, leg irons, and other restraining devices, as appropriate).

10.3 On days that out-of-cell exercise privileges will be provided, security staff will contact each inmate to determine if he wishes to exercise. The inmates decision will be recorded on the SCDC Form 19-32, "Daily Evaluation Sheet." If the inmate declines, the form will be marked with the letter "D." If the inmate elects to participate, the form will be marked with a (). If the inmate is denied recreation due to inappropriate behavior, the form will be marked with a zero ("0") and a unit supervisor must initial by the zero. If outdoor recreation is not afforded due to inclement weather, then the form will be marked with the letter "W." An inmates decision to/not to participate is final and may not be changed after the security staff has recorded his decision and left the inmate.

10.4 Disruptive behavior immediately prior to/while on/immediately after out-of-cell exercise will result in suspension of this privilege for the remainder of that exercise period and for the next scheduled exercise day. Suspension of the inmates exercise privilege will be documented on an SCDC Form 19-29A, "Incident Report," and on SCDC Form 19-32, "Daily Evaluation Sheet." Disciplinary action may also be taken against an inmate depending on the seriousness of the disruptive behavior. However, continued or prolonged suspension of out-of-cell exercise will not be utilized as a punitive sanction. If an inmate's behavior creates a serious threat to his/her own safety and security or the safety and security of others, the inmate's recreational privileges may be suspended by the MSU Shift Supervisor for not longer than seven (7) days at a time. When the MSU Shift Supervisor suspends an inmate's recreational privileges, an incident report (SCDC

Form 19-29) is to be completed and forwarded to the MSU Captain/Major. The MSU Shift Supervisor will inform the inmate of the suspension, the length of the suspension, and why such action has been taken. This information will also be included in the incident report. In such cases, the unit supervisor will ensure that the inmate has a copy of Attachment A, "Physical Fitness, An In-Cell Exercise Program," from OP-22.07, "Institutional Lockdown(s)." (4-4265)

11. LAW LIBRARY PRIVILEGES/LEGAL MATERIALS/COPIES: Inmates in MSU will have access to the law library, legal materials, and photocopies in accordance with procedures specified in SCDC Policy/Procedure GA-01.03, "Inmate Access to the Courts."(4-4268)

## 12. TELEPHONE PRIVILEGES:

### 12.1 Legal:

12.1.1 Inmates will only be allowed to place verified telephone calls to their legal counsel. For purposes of these procedures, "legal counsel" may consist of the inmates attorney of record and/or paralegal(s) employed by the attorney of record.

12.1.2 Inmate requests for attorney calls require 24-hour advance notice to allow for staff verification. Inmates will use SCDC Form 19-11, "Request to Staff Member," for this purpose. All inmate telephone calls must be approved by the Captain, Shift Lieutenant, or designee for MSU.

12.1.3 Attorney calls will be dialed by an SCDC employee. Once verified, the call will not be monitored. All calls will be collect. Any deviation of this procedure will be documented in the inmates record. (4-4272)

### 12.2 Non-Legal:

12.2.1 Inmates in Level III status may earn the privilege of two (2) personal collect telephone calls per month. Inmates in Level II status will be eligible for one (1) personal collect phone call every 90 days. Level I inmates will not be eligible for any personal phone calls. (Officers will be required to dial the number and will limit the duration of the call to fifteen [15] minutes.) (4-4271)

12.2.2 At least 24 hours prior to the use of the telephone, the inmate must submit in writing on SCDC Form 19-11, "Request to Staff Member," to the Captain, Shift Lieutenant, or designee for MSU, the name of the person and telephone number. All information will be subject to verification.

12.2.3 The Captain, Shift Lieutenant, or designee for MSU will document on the SCDC Form 19-11, "Request to Staff Member," any reasons that the telephone call request will not be honored. The inmate will receive a copy of such justification.

12.2.4 All long-distance telephone calls will be collect and will be placed by MSU staff. All non-legal calls will be monitored/recorded.

13. CORRESPONDENCE PRIVILEGES: Correspondence privileges will be allowed pursuant to SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges," except as limited in Paragraphs 13.1 through 13.4, below. (4-4266)

13.1 Inmates in MSU will have all incoming and outgoing mail opened and searched by the mailroom staff for contraband. Legal mail will be opened and inspected for contraband in front of the inmate before being given to him.

13.2 MSU inmates may not continue to receive periodical subscriptions that were purchased and paid for prior to their admission to MSU.

13.3 No new periodical subscriptions or purchases of books, publications, or magazines will be approved after the inmates admission to MSU. MSU inmates will not be allowed to receive any free books, periodicals, publications, magazines, or newspaper/and/or magazine clippings in their correspondence.

13.4 No photographs will be allowed in MSU.

14. LIBRARY: MSU inmates will be afforded general library services at least once per week.

- Level I - one (1) paperback book or periodical at a time will be allowed.

- Level II - two (2) paperback books or periodicals at a time will be allowed.

- Level III - three (3) paperback books or periodicals at a time will be allowed.

(NOTE: Inmates can have a copy of the primary source book for their religion (Bible, Qur'an, etc.) in addition to the paperback book(s) or periodical(s) authorized above. All religious material will be reviewed and approved/disapproved by the institutional Chaplain. The library books may be kept as long as necessary and may be directly exchanged for different books.) (4-4269)

15. MEDICAL:

15.1 In the event of an emergency admission, physical screening will be conducted by Health Services personnel at the Kirkland Correctional Institution.

15.2 All inmates assigned to MSU will receive medical attention as needed in accordance with Agency health services policies and procedures. At a minimum, qualified medical personnel will be required to visit MSU at least daily to address the health and well-being of inmates. All MSU inmates will be afforded health services compatible with treatment rendered other inmates within the Agency. (4-4258)

15.3 Procedures for daily sick call and regular dental call will be coordinated with Health Services. Refer to SCDC policies/procedures relating to sick call.

15.4 To the extent possible, all medical or dental treatment afforded an MSU inmate should be conducted within the designated health care areas in MSU. In order to keep movement of MSU inmates outside of the

facility at an absolute minimum, Medical Services staff will be dispatched to MSU rather than routinely moving MSU inmates to the KCI infirmary. In situations where "Use of Force" has occurred, the MSU security staff will notify the on-duty KCI Health Services personnel or mental health staff. A Health Services staff member will be dispatched to MSU to conduct the required examination of the inmate.

16.PROPERTY:

16.1 Anything not included on thisMSU Inmate Property list will be considered unauthorized property. (NOTE: MSU inmates will NOT smoke or have in their possession matches, lighters, ashtrays, or any tobacco products. Inmates will NOT have metal fasteners of any type, i.e., paper clips, etc.) Any property which the inmate possesses prior to transfer to MSU, but which he is not allowed to have while in MSU, will be processed pursuant to SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Unauthorized Property Disposition."

16.2Legal Materials: Each MSU inmate will be given one (1)cardboard box to be kept in the inmates cell and will be used to store the inmates personal correspondence and legal material. Any excess legal materials that do not fit in this issued cardboard box will be put into another box(es) (any size box may be used). The inmates name, inmate identification number and the number of the box (e.g., 1,2,3, etc.,) will be written on the box that contains the excess legal materials and the box(es) will be sealed in the presence of the inmate. The box(es) containing the excess legal materials will be stored in the MSU property room. No legal materials will be disposed of. When the inmate needs to use the legal materials stored in the excess legal materials box, he will complete an SCDC Form 19-11, "Request to Staff Member." The inmate must identify the number of the box he requires and the amount of time that he will require the box. In general, the inmate may be allowed to keep the box for five (5) calendar days, however the box may be removed from the cell sooner if security or safety needs dictate. The box will be provided to the inmate within 48 hours of receipt of his SCDC Form 19-11. The inmate is allowed to remove material from the box stored in his cell and exchange it with materials stored in the excess legal materials box. When the inmate is finished with the excess legal materials box, it will be re-sealed in the inmates presence and returned to the MSU property room.

16.2.1 If any Legal box is used to conceal contraband, the inmate shall forfeit the privilege of having a legal box in his cell. He may make a request to use his legal box by writing an SCDC Form 19-11, "Inmate Request to Staff". If the request is approved, he may use the box for a period of up to six (6) hours.

16.3 Level I:

One (1) Jumpsuit	One (1) Towel	One (1) Laundry Bag
One (1) Underwear	One (1) Wash Cloth	One (1) Shower Shoes

One (1) pair State Issued Tennis Shoes	One (1) Soap	One (1) Shampoo
One (1) Deodorant	One (1) Toothpaste	One (1) Toothbrush
One (1) Ear Phones and connecting cord (if television is provided)		

16.4 Level II:

One (1) Jumpsuit	One (1) Towel	One (1) Laundry Bag
One (1) Underwear	One (1) Wash Cloth	One (1) Shower Shoes
One (1) pair State Issued Tennis Shoes	One (1) Soap	One (1) Shampoo
One (1) Deodorant	One (1) Toothpaste	One (1) Toothbrush
One (1) Ear Phones and connecting cord (if television is provided)	Two (2) T-shirts	

16.5 Level III:

One (1) Jumpsuit	One (1) Towel	One (1) Laundry Bag
One (1) Underwear	One (1) Wash Cloth	One (1) Shower Shoes
One (1) pair State Issued Tennis Shoes	One (1) Soap	One (1) Shampoo
One (1) Deodorant	One (1) Toothpaste	One (1) Toothbrush
One (1) Ear Phones and connecting cord (if television is provided)	Two (2) T-shirts (4-4263)	

17. RELIGION: All religious programming will be in-cell. The assigned Chaplain will make rounds at MSU as needed, respond to inmate requests in a timely manner, distribute any religious mail according to policy, and coordinate the requests for visits from clergy. (In addition to attention to inmates pastoral care needs, it is expected that the Chaplain will make every effort to develop a working relationship with assigned security staff, being aware of the stressful nature of their work.)(4-4258)

18. TELEVISION: Each inmate in Level III will be authorized television privileges provided that ear phones are used and the inmate remains incident free. Inmates in Level I will be authorized to view religious and educational programs on weekends only. Inmates in Level II may watch religious and educational programs from 12:00 noon until 8:00 p.m. However, if an inmate destroys a television, another television will not be installed until the inmate provides restitution. Note: Televisions will be provided as equipment is available. Televisions will not be installed or removed without the approval of the Captain or higher authority.

19. EARNED WORK CREDITS (EWC), STATUTORY GOOD TIME CREDIT, AND INCENTIVE PAY: Inmates will NOT be eligible for any form of earned work credits, earned educational credits, or inmate pay while in MSU status.

20. CELL DOORS/WINDOW FLAPS: Wing gates will remain closed and only one (1) gate will be open at any time. The override button will only be used in an emergency. Cell doors and food pass-thru flaps will remain closed and secured when not in use.

21. RESTRAINTS: Inmates in all MSU levels will be restrained with leg irons, security cuffs, and/or belly chains with black box (hobble chain may be attached) with a leader chain attached whenever exiting their cells or when the cell door is unlocked.

22. STRIP SEARCH: Inmates assigned to MSU will be subject to randomly scheduled strip searches. All MSU inmates must be strip searched prior to exiting and entering their cells and any other time when suspicion exists.

23. CLASSIFICATION SERVICES: Caseworkers assigned to MSU will be responsible for making visits at least once monthly to inmates assigned to MSU in order to talk with inmates and respond to questions they may have regarding sentence clarification. Visits will be documented on SCDC Form 18-68, "Staff Memorandum." Classification caseworkers will be responsible for the administration and record keeping associated with case management hearings. (4-4258)

24. E. H. COOPER TRUST FUND ACCOUNTS: Unless otherwise noted throughout these procedures, inmates will be allowed access to their E.H. Cooper Trust Fund to have funds withdrawn to be sent to a recognized religious organization for purposes of tithing, to pay for legal copies and correspondence materials, purchase t-shirts from the canteen, or to be sent to an immediate family member included on the inmates approved visiting list. (Refer to SCDC Policy/Procedure OP-22.09, "Inmate Visitation," for information concerning immediate family members and to SCDC Policy/Procedure ADM-15.12, "E.H. Cooper Trust Fund," and SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges," for

additional information.)

## 25. INMATE VISITATION:

25.1 Family Visit(s): Inmates in Level III will be eligible for one (1) inmate family visit per month. Inmates in Level II will be eligible for one (1) visit every 90 days. Inmates in Level I status will not be eligible for any inmate family visits. Appointment and scheduling will be coordinated by the Associate Warden/designee of MSU. Visits will last for one (1) hour and will be dependent upon space, security, and staffing considerations. No more than two (2) approved visitors may visit at a time. All approved visitors must be over 18 years of age. (NOTE: Only immediate family members as defined in SCDC Policy/Procedure OP-22.09 will be allowed.) The Associate Warden/designee for MSU may suspend, alter, or change without notice, any pre-arranged appointment for visiting purposes when security concerns or behavior problems require such action. This will be documented on SCDC Form 19-29A, "Incident Report," and in the MSU Log Book. (4-4260, 4-4267)

25.2 Legal Counsel Visit(s): The inmates attorney of record or designee will be allowed to visit and meet with his/her client pursuant to OP-22.09, "Inmate Visitation."

25.3 Clergy Visits: Will be allowed pursuant to OP-22.09, "Inmate Visitation."

## 26. SANITATION/PERSONAL HYGIENE:

26.1 All MSU inmates will receive, upon arrival and at least every 30 days thereafter, personal hygiene items at no cost. Any deviation from this practice must be documented on SCDC Form 19-29A, "Incident Report," by security staff. Any personal hygiene item used to impede security may be withheld and/or issued on an as-needed basis.

26.2 The designated inmate barber for the Reception and Evaluation processing unit will perform barbering services for the inmates assigned to the MSU. The inmate barber will be picked up by MSU staff, strip searched, restrained and taken to the MSU by van. All items will be thoroughly searched prior to entrance into the MSU. Once in the MSU, the restraints will be removed. The inmate barber will be issued a jumpsuit and bobos to be worn while cutting hair. The inmate barber will be escorted to the barber area of the unit and allowed to perform barbering services for the inmates assigned to the MSU. Upon completion, all items will be thoroughly searched. The inmate barber will be issued his uniform, will be restrained, and will be returned to the institution. Muslim inmates housed in the MSU will be provided with a method to remove body hair when required for observance of certain religious requirements once monthly. (4-4262)

26.3 Haircuts and laundry schedules will be jointly developed by the Associate Warden for MSU and the Commissary Manager. Linens will be exchanged and washed once a week. Barber services will be provided weekly or an as-needed basis.

26.4 MSU inmates will shower within their cells. No less than three (3) showers a week will be given. Showers will be scheduled and water flow will be centrally controlled by unit employees. Clean clothes will be issued to inmates immediately preceding showers three (3) times per week.

26.5 To ensure appropriate sanitation and personal hygiene, MSU inmates who refuse to shower may be force-showered. Inmates may also be given forced haircuts or shaves if they refuse to comply with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards". (4-4262, 4-4263)

## 27. DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY:

27.1 Damaged/Destroyed Property Items: Inmates housed in MSU who damage or destroy property may lose privileges or property items and/or be decreased in their Level as deemed appropriate by the MSU Case Management Committee, according to the following procedures: (NOTE: This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." In addition, inmates may be required to make restitution for the damaged/destroyed item(s) pursuant to SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates.")

27.1.1 Any time an inmate is found to have damaged or destroyed property, the supervisor on duty may confiscate the damaged/destroyed property and will document this confiscation on SCDC Form 19-20, "Special Management Confiscation Report." The supervisor will be responsible for forwarding this form to the MSU Case Management Committee.

27.1.2 Within three (3) working days following the confiscation of the property items, the MSU Case Management Committee will convene to review and make a recommendation as to the continued confiscation of the property item. The MSU Case Management Committee has the authority to continue confiscation of the property item until restitution is made

27.1.3 Subsequent occurrences of property damage/destruction by the inmate may result in the loss of the item by the inmate. The MSU Case Management Committee will be responsible for reviewing such incidents and for making a determination as to duration of the confiscation. Recommendations will be documented on SCDC Form 19-20, "Special Management Confiscation Report." The MSU Case Management Committee will be required to review the loss of the item every 90 calendar days and may recommend that the item be returned to the inmate at any time. SCDC Form 19-20 will be used to document these reviews.

27.1.4 Security staff will be responsible for documenting any confiscated items and the duration of the confiscation in the MSU log book.

27.1.5 All documented incidents of such behavior will be filed in the inmates Institutional Record and may be used by the MSU Case Management Committee to decrease an inmates Level assignment.

27.1.6 Damage or destruction of SCDC legal materials will result in the loss of being able to use SCDC provided legal materials. A conviction of destroying legal materials will result in not being able to use them for six months. A second conviction will result in a permanent loss of being able to use these materials.

27.2 Misuse of Property Items: Inmates who misuse property (as described below) may lose privileges or property items, and/or be decreased in their Level, as deemed appropriate by the MSU Screening Committee according to the following procedures: (NOTE: This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System.")

#### 27.2.1 Misuse of Cups/Cartons:

- Inmates who use a cup/carton which is part of the meal service to throw a portion of a meal to assault staff or other inmates will be prohibited from having any cup/carton in their cell for a period of time. For the first offense, no cup/carton will be allowed in the cell for 30 calendar days. For the second offense, no cup/carton will be allowed in the cell for 90 calendar days. For the third offense, no cup/carton will be allowed in the cell for 180 calendar days. During this time, the inmate will be required to drink water out of the fountain in his cell. The inmates behavior will then be reviewed after 30 calendar days by the Associate Warden/Captain for MSU. Reviews by the MSU Case Management Committee will be documented on SCDC Form 19-20, "Special Management Confiscation Report." Repeated occurrences of similar behavior by an inmate will be handled in the same manner.
- Inmates who use the cup/carton which is part of the meal service or other property items to throw other substances which constitute a health risk (e.g., feces, urine, etc.) or to assault staff or other inmates will be subject to the actions in 27.2.1, above, as well as utilization of the restraint chair and be subject to appropriate criminal and disciplinary charges. Refer to SCDC procedures related to the use of force and restraint chair for additional information.

27.2.2 Misuse of Other Items: Inmates who misuse any other items may be prohibited from having the same in their cell. The inmates behavior will then be reviewed after 30 calendar days by the Associate Warden, Major, or Captain for MSU and if recommended, the item may be re-issued. Reviews by the MSU Case Management Committee will be documented on SCDC Form 19-20, "Special Management Confiscation Report." Repeated occurrences of similar behavior by an inmate will be handled similarly.

27.2.3 Documentation: All documented records concerning the misuse of property will be filed in the inmates Institutional Record and may be used by the MSU Case Management Committee to decrease an inmate in his Level assignment.

### 28. USE OF FORCE:

28.1 Use of force will be governed by SCDC Policy/Procedure OP-22.01, "Use of Force," regarding use of force and restraints.

#### 28.2 Audio/Video Recording:

28.2.1 When the use of force is anticipated, the audio/video camera should be utilized. Filming will continue until the objective is completed. There will be no break in filming/recording of the procedure/incident. All

security staff will be trained by the appropriate Training Officer in the use of this equipment. When a forced cell movement becomes necessary due to an assault on an employee, that employee will not participate in the forced cell move.

28.2.2 Prior to or immediately after the application of force, the Associate Warden or senior security officer should state on camera a brief narrative of the situation that required the application of force and efforts utilized to avoid such action. On camera, the Associate Warden or designee will state the name and SCDC number of the inmate involved, date and time the force began and ended, and identify, by name and rank, the MSU employees who participate in the application of force. If practical, filming should also include the on-site medical attention rendered to inmate and employees. See SCDC procedures relating to medical examination of inmates following Use of Force.

28.2.3 See SCDC Policy/Procedure OP-22.01, "Use of Force," for information on the proper procedures for review and custody of videotapes used to document the use of force.

28.2.4 Situations that are subject to audio/video recording include:

- forced cell movement by Forced Cell Movement Team;
- use of electronic stun devices (when authorized);
- use of restraint chair;
- forced shower of MSU inmate; and
- forced hair cut and/or shave of MSU inmate.

28.2.5 All videos will be retained on file for six (6) years by the Division of Investigations. SCDC Form 19-5, "Report on the Use of Force," will be completed and distributed in accordance with agency policy regardless of the type force applied.

28.2.6 Only the minimum amount of force necessary to gain and maintain control of an inmate and the unit is warranted.

29. Non-MSU inmates will not be allowed inside or near the unit with the exception of inmate workers responsible for cutting the grass around the unit or cleaning the front/soft inside of the MSU unit, other inmates assigned to perform specific maintenance or sanitation, or the inmate barber. These inmate workers who cut grass will be closely supervised by the Horticulture Correctional Officer and an MSU Officer. Those inmate workers who provide barbering services or other maintenance or sanitation services will be closely supervised by the MSU staff. The Warden or Associate Warden must approve all inmate workers assigned to tasks within the MSU.

30. When this facility is at capacity and a serious incident occurs that necessitates early reassignment of inmates, such will be directed by the Division Director of Operations or the Agency Director. The Associate Warden/designee for the MSU will recommend those inmates most appropriate for early release. Selections will be generally based on the inmates behavior, adjustment, and overall history.

~~31. MSU employees will only smoke on the outside of the Building area and will not take tobacco products, matches, or lighters in the area where inmates are located.~~ (Amended by Change Memorandum #2 dated January 28, 2008).

**31. STAFF TRAINING AND ASSIGNMENT:** Only highly motivated and dedicated personnel will be selected and trained to work within MSU. Security staff must be certified prior to working within the MSU. Selected staff, both security and non-security, will be trained in the essential skills needed to work in and cope with the pressure and stress associated with a Maximum Security Unit. Such training will also include emphasis on the appropriate use of force mechanisms, techniques, and conflict management skills.

**31.1 Assignment of Positions and Staff:**

**31.1.1** Specific security and non-security positions will be identified and designated for assignment in the MSU.

**31.1.2** The Warden/Designee of Kirkland Correctional Institution will be responsible for overseeing all operations of the MSU, to include position assignment and employee staffing.

**31.1.3** Employees assigned to the MSU will initially be assigned for 24 months. Extensions of assignment to MSU may be approved for twelve (12) months. In most cases, only one extension per employee will be approved. To request an extension, the Warden will submit a memo to the Division Director of Operations fully justifying the reasons for the extension. Any assignment exceeding 36 months will be approved by the Division Director of Operations. The Warden of Kirkland Reception and Evaluation/designee will be required to maintain a roster of MSU employees showing their length of service in MSU. This roster must be forwarded to the Division Director of Operations on a quarterly basis (January, April, July, October). Once an employee has rotated out of MSU, s/he should not be reassigned to any MSU/SMU for a period of one (1) year. Employees who complete their assignment and any approved extensions in the MSU may be reassigned to an open position with the appropriate classification at Kirkland or another institution within 30 miles of the MSU facility. (4-4259)

**31.2 Filling of Vacant Positions:** Positions will be filled only for a limited period of time (as identified above), and employee assignment will be considered temporary, not a permanent MSU assignment. The Recruiting and Employment Services Branch may be requested to assist the Warden with the announcement of available positions through the Agency's vacancy announcement process, or an individual may be reassigned without announcement. Vacancy announcements must clearly indicate that the position is temporary and assigned to the MSU. The ultimate selection of any MSU employee will be the responsibility of the Warden. The Division Director of Operations will advise Wardens in the surrounding area that individuals may be rotated to other facilities upon completion of the 24 - 36 month (or less) period, and placement into facility positions will be mandatory.

**31.2.1 Announced Positions:** A vacant position may be announced through the Agency's vacancy announcement process as outlined in SCDC Policy/Procedure ADM-11.28, "Applicant Selection Process." The vacancy announcement must clearly state that the assignment is for a limited period of time and that the successful candidate will be rotated to the same or another location within 24 - 36 months.

**31.2.2 Unannounced Positions:** An employee may also be selected for lateral reassignment into the MSU without following procedures under the Applicant Selection Process:

- The MSU Associate Warden/designee will develop a fair and consistent process (such as E-Mail to each Warden for bulletin board posting) to notify employees of vacancies.
- The Division of Human Resources will make appropriate budget unit, program code, source of funding, etc., changes to the employees records to show the employees move to MSU.

## 32. DEFINITIONS:

Levels refers to a series of three (3) degrees of control applied to the management of inmates housed in the Maximum Security Unit (MSU) as follows:

- Level I refers to the strictest degree of custody and control. Initial assignment to MSU is in this level; the minimum amount of time in this level is 90 days. While in this status, inmates will be managed with extreme caution and afforded only essential accommodations.
- Level II refers to the next level which allows the inmate only basic program opportunities. Advancement to this level is based on acceptable behavior demonstrated in Level I. The minimum amount of time in this level is 90 days.
- Level III refers to a larger or somewhat broadened range of privileges and opportunities. Advancement to this level is based on acceptable behavior demonstrated in Level II.

(NOTE: The minimum assignment to MSU will be 18 months or until completion of sentence, whichever occurs first. The Agency reserves the right to release inmates from MSU and move them to SMU when MSU beds are needed for new admissions.)

Maximum Security Unit (MSU) refers to a specialized unit which houses inmates who have demonstrated an unwillingness to conform to the rules and regulations of a Special Management Unit, who have been charged with violent criminal behavior committed while in the general population, and/or for whom emergency placement has been ordered by the Agency Director/Division Director of Operations. Because of the admission criteria and the rigid controls on behavior, inmates will not be eligible to receive Earned Work Credits, Earned Educational Credits, or inmate pay while assigned to MSU. The propensity for violent behavior represented by the MSU inmate population requires extraordinary precautions. For that reason, the procedures contained herein are unique to MSU and on some issues will supersede SCDC policies/procedures intended for the general inmate population.

MSU Case Management Committee refers to the Committee that systematically reviews the behavior, programming needs, and level of inmates assigned to MSU. The MSU Case Management Committee will be responsible for reviewing the inmate at scheduled intervals and for recommending an inmates movement from one level to another level. The MSU Case Management Committee is also responsible for recommendations to the MSU Review Board for releases from the MSU. The MSU Case Management Committee will consist of the Associate Warden, Major, or Captain of the MSU, a Kirkland Classification Caseworker, and the assigned member of the Mental Health Division. The Associate Warden, Major, or Captain of the MSU will chair the MSU Case Management Committee. (NOTE: When necessary, members of the MSU Case Management Committee may be represented at called meetings by an approved representative. In the event that one of the Case Management Committee members will be out of work for

an extended period of time, a designee from that area may serve on the Committee.)(4-4254)

MSU Referral Packet refers to the documentation on an inmate gathered by a sending institution and submitted to the Division Director of Classification and Inmate Records recommending admission to MSU.

MSU Release Recommendation Packet refers to the documentation on an inmate gathered by the MSU Case Management Committee and submitted through the MSU Review Board to the Division Director of Operations when an inmate is considered for release from MSU.

MSU Review Board refers to the Board that reviews and makes recommendations to the Division Director of Operations on issues of inmates placement and/or release from MSU. The MSU Review Board will be composed of the Division Director of Classification and Inmate Records (Chairperson), Operations Coordinator from the Division of Operations, Division Director of Security, Program Manager of the Mental Health Division, and the Warden of the Kirkland Reception and Evaluation Center. (NOTE: When necessary, members of the MSU Review Board may be represented at called meetings by an approved representative. In the event that one of the MSU Review Board members will be out of work for an extended period of time, a designee from that area may be appointed by the Agency Director.) (4-4254)

—  
Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

APPENDIX A  
MSU REFERRAL MEMO FORMAT  
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
MEMORANDUM

TO: MSU Review Board

FROM: (Wardens Name, Name of Institution)

SUBJECT: MSU Referral for Inmate (Name) (SCDC Number)

Inmate (full name), SCDC Number ( ), is recommended for placement in the Maximum Security Unit. The following information is provided:

Current Custody Level:

Offense/Charges that Caused Referral:

Narrative Justification Supporting Requested Action:

Supporting Documentation:

Offender Summary (CLASSINQ) dated (\_\_\_\_\_)

Disciplinary Documents

Mental Status Examination

ICC Hearing Documentation

Other Supporting Documentation (List)

S/ \_\_\_\_\_

(Wardens Name)